



State of Hawaii

Department of Taxation

Year-End Workshop 2003

▲ Half-day workshops at the following locations

MMaui — Thursday, November 20, 2003, 9:00 AM-1:00 PM

Maui Beach Hotel – Elleair Rainbow Room
170 Kaahumanu Avenue
Kahului, HI 96732

Course No. 499F03

KKauai — Tuesday, November 25, 2003, 9:00 AM-1:00 PM

Radisson Kauai Beach Resort – Orchid-Hibiscus Room
4331 Kauai Beach Drive
Lihue, HI 96766

Course No. 033BMDT301A

OOahu — Monday, December 15, 2003, 9:00 AM-1:00 PM

Ala Moana Hotel – Hibiscus Ballroom
410 Atkinson Drive
Honolulu, HI 96814

Course No. 033BMDT401A

HHawaii

West Hawaii — Thursday, December 18, 2003, 9:00 AM-1:00 PM

Royal Kona Resort – Discovery Room
75-5852 Alii Drive
Kailua-Kona, HI 96740

Course No. 034N039

Hilo — Friday, December 19, 2003, 9:00 AM-1:00 PM

Hawaii Community College Manono Campus – Building 388, Rooms 101-102
1175 Manono Street
Hilo, HI 96720

Course No. 034N040

▲ SPECIAL ACCOMMODATIONS: If you require special accommodations (i.e., Sign Language interpreter, large print, or taped materials) please contact the community college coordinating the workshop at least 1 week prior to workshop.

▀ **Topics covered will include the following:**

- What's New for the Coming Tax Season
- Tax Forms Update
- Significant Tax Appeal and Tax Court Cases – A Special Presentation by the Department of the Attorney General, Tax Section
- Significant Criminal Tax Cases
- EFTPS – A Special Presentation by the IRS
- New & Pending Administrative Rules

▀ **Registration and Fees:**

- The cost of the workshop is \$45 per person, and includes:
 - Continental Breakfast
 - Workshop Materials
 - 4 Hours of CPE Credit
 - \$5 Discount on the 2003 Hawaii Tax Information CD (to be released in January 2004)
- Seating is limited, so register now!
- Complete the **Workshop Registration Form** and submit it with your payment or credit card payment authorization. One registration form must be completed for each attendee. The registration form may be duplicated as needed.

▀ **To Order Materials Only:**

- If you cannot attend the workshop or if you would like to order additional sets of the workshop materials, complete the **Workshop Materials Order Form** and submit the completed form with your payment of \$15 per set.

▀ **CPE Credit:**

- Check the appropriate box on the registration form if you would like CPE credit. You also must sign in at the workshop and attend the entire workshop to receive full CPE credit.

▀ **On the Day of the Workshop:**

- Check-in for the workshop is from 8:30 AM to 9:00 AM.
- Parking is free at all venues EXCEPT the Ala Moana Hotel, which is \$2.00 with validation, AND the Royal Kona Resort, which is \$1.00 with validation.

IMPORTANT:

Completed registration forms and payments must be sent either by MAIL or by FAX to the community college coordinating the workshop you are registering for.

Checks, VISA and MasterCard charge cards, and Purchase Orders are accepted. Checks should be made payable to Maui, Kapiolani, OR Hawaii Community College, as appropriate. Charge authorizations also are for Maui, Kapiolani, OR Hawaii Community College, as appropriate.

MAIL REGISTRATION FORM WITH PAYMENT OR CREDIT CARD INFORMATION TO:

MAUI	
Maui Community College Office of Continuing Education & Training—VITEC 310 Kaahumanu Avenue Kahului, HI 96732	No. for Inquiries: (808) 984-3231 Fax Registration No.: (808) 244-9632
KAUAI (Note: Kapiolani Community College is coordinating the Kauai Workshop.)	
Kapiolani Community College Non-Credit Registration Office 4303 Diamond Head Road, Ilima 105C Honolulu, HI 96816	No. for Inquiries: (808) 734-9211 Fax Registration No.: (808) 734-9447
OAHU	
Kapiolani Community College Non-Credit Registration Office 4303 Diamond Head Road, Ilima 105C Honolulu, HI 96816	No. for Inquiries: (808) 734-9211 Fax Registration No.: (808) 734-9447
HAWAII	
Hawaii Community College Office of Continuing Education & Training 200 W. Kawili Street Hilo, HI 96720-4091	No. for Inquiries: (808) 974-7531 Fax Registration No.: (808) 974-7487

REGISTRATION DEADLINE:

Registration forms for the Maui Workshop must be received by the Maui Registration Office or postmarked by Thursday, November 13, 2003. Registration forms for the other workshops must be received by the Registration Offices or postmarked at least two (2) weeks prior to the date of the workshop selected. *An additional \$5.00 fee will be charged if you register after these deadlines.* Payment must accompany the registration form. Credit card numbers submitted with your registration will be processed upon receipt. Registrations will not be processed without payment.

REFUNDS AND SUBSTITUTIONS:

Requests for refunds must be received by the Registration Offices or postmarked at least two (2) weeks prior to the date of the workshop registered for. No refunds will be made thereafter. Refunds will be mailed. Please allow 3 to 5 weeks for processing. Registrations are transferable; another person may take your place if you cannot attend.

PURCHASE ORDERS:

Hawaii State Government and federal government purchase orders will be accepted for workshop registration and must accompany the registration form. Participants registering by purchase order will be billed for nonattendance unless notification for withdrawal is made at least two (2) weeks prior to the date of the workshop registered for.

Workshop Registration Form

Complete a separate form for each registrant. Photocopies acceptable.

CHECK WORKSHOP YOU WILL ATTEND:

- ☐ MAUI – November 20, 2003..... Course No. 499F03
(Mail to Maui Community College)
- ☐ KAUAI – November 25, 2003..... Course No. 033BMDT301A
(Mail to Kapiolani Community College)
- ☐ OAHU – December 15, 2003..... Course No. 033BMDT401A
(Mail to Kapiolani Community College)
- ☐ WEST HAWAII – December 18, 2003..... Course No. 034N039
(Mail to Hawaii Community College)
- ☐ HILO – December 19, 2003..... Course No. 034N040
(Mail to Hawaii Community College)

Name: Last		First	M.I.
Company/Organization:			
Mailing Address:			
City/State/Zip Code:			
Phone No.:		Fax No.:	
E-Mail Address:			

CPE CREDIT: ☐ Yes ☐ No

PAYMENT:

- ☐ \$45 Regular Registration Fee
- ☐ \$5 Late Registration Fee (Total of \$50 – see REGISTRATION DEADLINE)

PAYMENT OPTIONS:

- 1** CHECK PAYABLE TO the community college coordinating the workshop.
- 2** PURCHASE ORDER

Purchase Order No.:

PLEASE ATTACH PURCHASE ORDER FORM

- 3** CREDIT CARD PAYMENT

<input type="checkbox"/> I hereby authorize Maui/Kapiolani/Hawaii Community College to charge my:	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard
Account No.:	Expiration Date:
Signature:	

Workshop Materials Order Form

▀ If you are NOT attending the workshop but want to order the workshop materials,
Complete the appropriate information below.

Name: Last		First	M.I.
Company/Organization:			
Mailing Address:			
City/State/Zip Code:			
Phone No.:		Fax No.:	
E-Mail Address:			

No. 033BMDT501A		▀ Make checks payable to Kapiolani Community College
Workshop Material	Kapiolani Community College	
Quantity: _____	Non-Credit Registration Office	
Cost: x \$15.00	4303 Diamond Head Road, Ilima 105C	
	Honolulu, HI 96816	
Total Due: \$_____	Mail order form with check by 12/31/03	

For more information, contact External Training & Outreach at:

Telephone: 808-587-1786

E-mail: Team_TEACH@tax.state.hi.us